

(AMENDED)
NOTICE OF PUBLIC MEETING
OF THE POLICY TEAM
OF THE
EXECUTIVE STEERING COMMITTEE
AND
AGENDA

Pursuant to A.R.S. § 38-431.02, notice is hereby given to the members of the **Policy Team of the Executive Steering Committee For Integration** of the Arizona Criminal Justice Commission and to the general public that the **Policy Team** will hold a meeting open to the public on **Thursday, April 19, 2007** beginning at **1:30 p.m.** at the **Arizona Criminal Justice Commission Office, 1110 W. Washington, Suite 250, Phoenix, Arizona 85007.**

Pursuant to the Americans with Disabilities Act (ADA), the Arizona Criminal Justice Commission endeavors to ensure the accessibility of its meetings to all persons with disabilities. Persons with a disability may request a reasonable accommodation, such as a sign language interpreter, by contacting the Commission Office at (602) 364-1146. Requests should be made as early as possible to allow time to arrange the accommodation.

Agenda for the meeting is as follows:

I. Call to Order and Roll Call **Chairperson Georgene Ramming**

Policy Team Committee Members:

Georgene Ramming, Chairperson
Shelly Bunn
Karl Heckart
Joe Hindman
Steven Ickes
Bill Kalaf
Tina Lawson
Al Lucas
Paul O'Connell
Don Thomas
Roberto Villasenor
Paul Wilson
Karen Wolf

II. Minutes of the October 28, 2007 Meeting

- Approval of Minutes.

P-F-T

III. ACJC Legislative Update

- Legislative status update.

Mary Marshall
Info

- IV. Coconino County ICJIS Initiatives** **Kevin LaBranche**
• Short presentation on Coconino County's integrated justice initiatives. **Info**
- V. Tucson Justice Partners Integration Initiatives** **Robert Morrison**
• Short presentation on Tucson justice community integration initiatives. **Info**
- VI. AZ ICJIS Strategic Plan Projects Update** **Sharon Wilson**
• DPS will provide status updates on three key projects, network enhancements, security enhancements, and the Arizona Disposition Reporting System. **Info**
- VII. Gerald Hardt Memorial Criminal Justice Record Improvement Program (CJRIP) Grant Solicitation** **Pat Nelson**
• Review, discussion, consideration and possible action on solicitation for record improvement projects under the Gerald Hardt Memorial Criminal History Improvement Grant Program. **P-F-T**
- VIII. Wireless Devices – 2FID Initiatives** **Bill Kalaf**
• Information to be presented on current border and regional two print ID/wireless initiatives currently underway. **Info**
- IX. Network Needs for Justice Community** **Pat Nelson**
• Review, discussion, consideration and possible action on analysis of network needs for the Arizona justice community. Discussion to focus on business needs of the justice agencies, network capacity, security requirements and the AZ ICJIS Strategic Plan. **P-F-T**
- X. Call to the Public**
Those wishing to address the Committee need not request permission in advance. Action taken as a result of public comment will be limited to directing staff to study the matter or rescheduling the matter for further consideration and decision at a later date.

XI. Date, Time, and Location of Next Meeting

- The next Policy Team meeting will be held on **Wednesday, June 27, 2007** at **1:30 p.m.** at the Arizona Criminal Justice Commission, 1110 W. Washington, Suite 250, Phoenix, Arizona 85007.

XII. Adjournment

A copy of the agenda background material provided to Committee members is available for public inspection at the Arizona Criminal Justice Commission Office, 1110 West Washington, Suite 230, Phoenix, Arizona 85007, (602) 364-1146. This document is available in alternative formats by contacting the Commission Office.

**POLICY TEAM
OF THE
EXECUTIVE STEERING COMMITTEE FOR INTEGRATION
OF THE
ARIZONA CRIMINAL JUSTICE COMMISSION**

Request for Committee Action

Action Requested:	Type of Action Requested:	Subject:
April 19, 2007	<input checked="" type="checkbox"/> Formal Action/Motion <input type="checkbox"/> Information Only <input type="checkbox"/> Other	Minutes of the February 7, 2007 Meeting

TO: Chairperson and Committee Members

FROM: Pat Nelson, Program Manager
CJ System Improvements Program

RECOMMENDATION:

The Committee approve the minutes of the Policy Team Meeting held on February 7, 2007.

DISCUSSION:

N/A

FISCAL IMPACT:

N/A

ALTERNATIVES:

Not Approve - Modify - Table

Policy Team of the Executive Steering Committee
Minutes
February 7, 2007

A public meeting of the Policy Team of the Executive Steering Committee for Integration of the Arizona Criminal Justice Commission was convened on February 7, 2007 at the Arizona Criminal Justice Commission, 1110 W. Washington, Suite 250, Phoenix, Arizona 85007.

Members Present:

Georgene Ramming, Chairperson, Department of Public Safety
Karl Heckart, Administrative Office of the Courts
Joe Hindman, Scottsdale Police Department
Bill Kalaf, Arizona Criminal Justice Commission
Tina Lawson, Coconino County Sheriff's Office
Paul O'Connell, Pinal County Superior Court
Don Thomas, Maricopa ICJIS
Paul Wilson, Pima County Sheriff's Office
Karen Wolf, Mesa Police Department

Members Absent:

Shelly Bunn, Maricopa County Sheriff's Office
Al Lucas, Maricopa County Attorney's Office
Roberto Villasenor, Tucson Police Department

Staff Participating:

Matt Bileski, Research Analyst
Mary Marshall, Public Information Officer
Karen Ziegler, Deputy Director
Janice Simpson, Grants Coordinator
Wendy Boyle, Executive Secretary

I. Call to Order and Roll Call

The meeting was called to order by Chairperson Georgene Ramming at 1:35 p.m. Roll was taken and a quorum was declared present. Chairperson Ramming stated Committee member Joe Hindman will be chairing later in the meeting due to Ms. Ramming's early departure.

II. Approval of Minutes

A. Chairperson Georgene Ramming called for a motion on the minutes from November 8, 2006. Don Thomas entered a motion to approve the minutes of the meeting held on November 8, 2006. The motion seconded by Joe Hindman passed unanimously.

B. Chairperson Georgene Ramming called for a motion on the minutes from November 17, 2006. Karl Heckart entered a motion to approve the minutes of the meeting held on November 17, 2006. The motion seconded by Don Thomas passed unanimously.

III. Certification Plan for Court Personnel

Georgene Ramming provided an update on the Department of Public Safety (DPS) progression with the development of certification for court personnel to enter criminal history information into the AZTEC/ADRS systems as part of the ADRS project. Ms. Ramming explained that DPS has established a certification level for court personnel and the criteria has been determined. Court employees entering data into ADRS through AZTEC will not require certification; however, access to the ADRS system requires certification with a level limited to privacy and security. An eight question exam for certification is planned for development by the close of February. This agenda item was presented for informational purposes and did not require Committee action.

IV. Maricopa County ICJIS Disposition Reporting Business Process Model

Don Thomas shared with the Committee how Maricopa County developed a Business Process Model (BPM) that included a Criminal History (CH) and Privacy Impact Assessment (PIA) for Inter-Agency Data Exchanges. Mr. Thomas stated that the County Attorney, Clerk of the Courts, Superior Court, Sheriff, Indigent Defense and business leaders worked together to develop the content. The document contains background information regarding the distribution of criminal history information and focuses on disposition reporting by tagging information with source process identifiers. The assessment category describes: 1.) what information will be collected, how it will be used and the reason; 2.) how the information will be checked for accuracy, security; and 3.) what personnel will have access to the data in the system. The BPM also includes agreements in which each recipient agency agrees to be bound by the terms of ICJIS CH/PIA. The final aspect of the BPM contains the transitional status of data elements. Sending agencies have the opportunity and responsibility to designate whether a data element is criminal history, private, or public during the initial criminal justice process and to regulate the sharing of each data element according to the designation. Mr. Thomas advised the Committee to reconsider Item IV for information use rather than as a voting item. Chairperson Ramming called for a motion to reclassify Item IV for information purposes. Paul Wilson entered a motion to consider Item IV as an informational piece only. The motion seconded by Karen Wolf passed unanimously.

V. Analysis of A.R.S. § 41-1750

Matt Bileski, Research Analyst presented the Gap Analysis for A.R.S. § 41-1750 relating to missing fingerprints and the accuracy of the arrest record process. Mr. Bileski gave an overview of the statute that states each criminal justice agency in Arizona must process fingerprints into the Arizona Computerized Criminal History (ACCH) for all felony, domestic violence, sexual and DUI offenses. The questions posed for the analysis were: 1.) what is the total number of offenses that can be categorized as 41-1750; 2.) how many of the offenses do not have a fingerprint record in the ACCH database; and 3.) what differences exist across the offense types and criminal justice agencies. The methodology used in this analysis included a sampling of six volunteer agencies to examine these questions. Each agency submitted offenses between June 1, 2005 and December 31, 2005 that included domestic violence, sexual and DUI crimes. These offense arrest and citations were then matched to the individual's rap sheet. The findings suggest a significant number of offense arrests and citations not detected in the central state repository, which result in fingerprint records being unavailable for background checks and other investigations. The Committee requested staff to research the gaps that exist between the point of arrest and citation and be prepared to share the findings at a future meeting. This agenda item was presented for informational purposes and did not require Committee action.

VI. Funding Team Update

Joe Hindman gave an update on the Funding Team meeting on January 17, 2007 and the conclusions for possible sources of funding to support the integrated justice system as proposed in the AZ ICJIS strategy. The discussion to date included identifying costs of the criminal justice integration program for possible cost sharing agreements with counties/cities; gain the support of municipalities to engage in a legislative initiative; devise a communication strategy to counties/cities as new applications/products are ready to roll out; and to devise a fee structure for network and support project management as the state upgrades its infrastructure. Karen Ziegler, Deputy Director reported that following a meeting with Representative Russell Pearce, it was suggested that ACJC staff explore utilization of existing Criminal Justice Enhancement Fund (CJEF) funds to finance this project. Mr. Hindman also suggested the team explore the freeway camera photo radar program startup as a funding source. This agenda item was presented for informational purposes and did not require Committee action.

VII. Legislative Advocacy Plan Update

Mary Marshall, Public Information Officer informed the Committee of the legislative advocacy plan efforts. SB 1443 was introduced as an appropriation to ACJC for an Arizona Disposition Reporting System (ADRS) upgrade in the amount of \$1,700,000 from the state general fund during FY 2008-2009. This bill was the result of an ad hoc task force that Senator Jon Huppenthal organized to update the ADRS in accordance with the AZ ICJIS Strategic Plan. ACJC included a request for \$24M in their biennial budget as designated by the strategic plan; however, the request was not recommended in the state budget. Ms. Marshall concluded by stating support efforts continue in seeking dedicated funding. This agenda item was presented for informational purposes and did not require Committee action.

VIII. AZ ICJIS Strategy Updates

Karl Heckart provided the Committee a status on the short term strategic plan for the ADRS project. Phase I production will be complete by the close of February. Phase II consists of testing of the web screens component which will begin in March.

Bill Kalaf, Program Manager informed the Committee of the status of the long term strategic plan project. Presentations were made to various organizations including West Valley Chiefs Association, AZ AFIS Operational Procedures Committee, Phoenix Police Chiefs Association, and the Arizona Association Chiefs of Police. The presentation will be offered to the, Tucson Justice Partners group and the Public Safety and Veterans Affairs subcommittee of the Phoenix City Council in March. The five Project Investment Justification (PIJ) sub-teams that include Key Identifier, ADRS, Integrated Query, Security, and Federal Initiatives are targeted to review and refine their respective PIJ by the end of February 2007. Mr. Kalaf reported on the meeting with the Government Information Technology Agency (GITA) who recommended breaking down the strategy into smaller projects, targeting the first PIJ for 2008 and to deliver the PIJ (SB 1443) to the Information Technology Authorization Committee (ITAC) by the close of February 2007. This agenda item was presented for informational purposes and did not require Committee action.

IX. Call to the Public

Acting Chairperson Joe Hindman made a call to the public. Bill Kalaf distributed two letters from the Phoenix Police Department addressed to the Governor and to the Phoenix City Council requesting support of the AZ ICJIS Strategic Plan. No members of the public addressed the Committee.

X. Date, Time, and Location of Next Meeting

The next Policy Team meeting will be held on Wednesday, March 7, 2007 at 1:30 p.m. at the Arizona Criminal Justice Commission, 1110 W. Washington, Suite 250, Phoenix, Arizona 85007.

XI. Adjournment

The meeting was adjourned at 3:30 pm.

Respectfully submitted,



John A. Blackburn, Jr.
Executive Director

Audio recording is available upon request.



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Request for Committee Action

Action Requested:	Type of Action Requested:	Subject:
April 19, 2007	<input type="checkbox"/> Formal Action/Motion <input checked="" type="checkbox"/> Information Only <input type="checkbox"/> Other	Legislative Update

TO: Chairperson and Committee Members

FROM: Mary Marshall, Public Information Officer

RECOMMENDATION:

Information Only.

DISCUSSION:

Mary Marshall will provide an update on legislative activities that will impact the strategic plan.

FISCAL IMPACT:

N/A

ALTERNATIVES:

N/A

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Request for Committee Action

Action Requested:	Type of Action Requested:	Subject:
April 19, 2007	<input type="checkbox"/> Formal Action/Motion <input checked="" type="checkbox"/> Information Only <input type="checkbox"/> Other	Coconino County ICJIS Initiative

TO: Chairperson and Committee Members

FROM: Kevin LaBranche, Programming Division Manager
Coconino County Information Technology

RECOMMENDATION:

Information Only.

DISCUSSION:

Kevin LaBranche, Programming Division Manager, Coconino County Information Technology will provide an update on Coconino County's integrated criminal justice initiatives.

FISCAL IMPACT:

N/A

ALTERNATIVES:

N/A

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Request for Committee Action

Action Requested:	Type of Action Requested:	Subject:
April 19, 2007	<input type="checkbox"/> Formal Action/Motion <input checked="" type="checkbox"/> Information Only <input type="checkbox"/> Other	Tucson Justice Partners Integration Initiatives

TO: Chairperson and Committee Members

FROM: Robert Morrison, Information Technology Director
Pima County Attorney's Office

RECOMMENDATION:

Information Only.

DISCUSSION:

Robert Morrison, Information Technology Director for Pima County Attorney's Office will provide an update on activities underway for integrated criminal justice initiatives by the Tucson Justice Partners.

FISCAL IMPACT:

N/A

ALTERNATIVES:

N/A

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Request for Committee Action

Action Requested:	Type of Action Requested:	Subject:
April 19, 2007	<input type="checkbox"/> Formal Action/Motion <input checked="" type="checkbox"/> Information Only <input type="checkbox"/> Other	AZ ICJIS Strategic Plan Projects Update

TO: Chairperson and Committee Members

FROM: Sharon Wilson, Information Technology Manager
Department of Public Safety

RECOMMENDATION:

Information Only.

DISCUSSION:

Sharon Wilson, Information Technology Manager for DPS will provide status updates on three key projects, network enhancements, security enhancements, and the Arizona Disposition Reporting System.

FISCAL IMPACT:

N/A

ALTERNATIVES:

N/A

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Request for Committee Action

Action Requested:	Type of Action Requested:	Subject:
April 19, 2007	<input checked="" type="checkbox"/> Formal Action/Motion <input type="checkbox"/> Information Only <input type="checkbox"/> Other	Gerald Hardt Memorial (CJRIP) Grant Solicitation

TO: Chairperson and Committee Members

FROM: Pat Nelson, Program Manager
CJ System Improvements Program

RECOMMENDATION:

Policy Team support direction to open grant solicitation for the 2007 Gerald Hardt Memorial Criminal Justice Record Improvement Grant Program.

DISCUSSION:

The Gerald Hardt Memorial CJRIP began in 1999 to implement various projects identified by the State's Criminal Justice Records Improvement Plan, which has been updated to the Arizona Integrated Criminal Justice Information Sharing (AZ ICJIS) Strategic Plan. The current plan includes short term goals for the improvements to criminal history records and long term goals focused on criminal justice information sharing.

The goal of the Criminal Justice Records Improvement Program is to improve the quality, completeness, and accessibility of the state's criminal justice records systems, with an emphasis on criminal history information. High priority is given to encouraging further automation and establishing uniform, automated procedures for reporting arrests and /or disposition information to the criminal history records central repository. Criminal justice agencies are strongly encouraged to integrate and share criminal justice records data with other criminal justice agencies, in an effort to increase efficiency and improve criminal justice records data quality.

FISCAL IMPACT:

N/A

ALTERNATIVES:

Not Approve - Modify - Table

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Request for Committee Action

Action Requested:	Type of Action Requested:	Subject:
April 19, 2007	<input type="checkbox"/> Formal Action/Motion <input checked="" type="checkbox"/> Information Only <input type="checkbox"/> Other	Wireless Devices - 2FID Initiatives

TO: Chairperson and Committee Members

FROM: Bill Kalaf, Program Manager
Information Technology

RECOMMENDATION:

Information Only.

DISCUSSION:

Bill Kalaf, IT Program Manager will provide information on current border and regional two-print ID/wireless initiatives that are currently underway. Interest noted at the federal level to link together for the sharing of information.

FISCAL IMPACT:

N/A

ALTERNATIVES:

Not Approve - Modify - Table

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Request for Committee Action

Action Requested:	Type of Action Requested:	Subject:
April 19, 2007	<input checked="" type="checkbox"/> Formal Action/Motion <input type="checkbox"/> Information Only <input type="checkbox"/> Other	Network Needs for Justice Community

TO: Chairperson and Committee Members

FROM: Pat Nelson, Program Manager
CJ System Improvements Program

RECOMMENDATION:

Committee consider focus group be formed to conduct analysis of business needs for system support of the justice community.

DISCUSSION:

As criminal justice integration initiatives move forward in support of the AZ Integrated Criminal Justice Information System (AZ ICJIS) strategic plan, discussion and input is needed regarding justice community network needs. Discussion will focus on the business needs of the justice community including network capacity and security requirements.

FISCAL IMPACT:

N/A

ALTERNATIVES:

Not Approve - Modify - Table